



Centralized Accounting and Payroll/Personnel System

CAPPS HCM

Statewide Acceptance Testing

June 22, 2021

Acceptance Testing: General Info

- Acceptance Testing provides the opportunity to test system updates resulting from a service request (SR) in the User Acceptance Testing (UAT) environment prior to their move to Production.
- While agencies may not be required to test every SR, those that affect more than just the requesting agency have the ***Impacts All Agencies*** checkbox checked.
 - This allows email notification to all ASP members when the SR moves into the acceptance testing phase.
- There are **10 business days** allotted to the UAT phase.
 - Agencies can request additional time by adding a note to the SR.
 - Agencies have an additional three business days to validate a change in Production before the SR is marked *Completed*.

Acceptance Testing: Statewide Testing

- Beginning **June 2021**, the CAPPS Support Team will use the first **five business days** of the UAT phase to conduct Statewide Testing in effort to:
 - Verify that existing statewide functionality remains intact.
 - Ensure that all requirements of the service request are met.
- Following Statewide Testing, agencies have **five business days** to conduct testing specific to their business processes.
- The overall time allotted to the UAT phase remains a total of 10 business days.

Note: This pilot is specific to the CAPPS HR/Payroll tower only.

Acceptance Testing: Notifications

Automated email notifications will be sent via the Application Service Provider Solution Center (ASP SC) as a service request progresses through the UAT phase.

- When the SR ticket status is flipped to ***Statewide Acceptance Testing***, applicable users will be notified that agency testing is expected to begin within five business days.
- When the SR ticket status is flipped to ***Agency Acceptance Testing***, applicable users will be notified that agency testing can begin.

Note: Agencies may request additional time by adding a note to the SR if extenuating circumstances prohibits completion of agency testing within the allotted five business days.



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Thank You!

CAPPS Support Team

CAPPS.Help@cpa.texas.gov

512-463-CAPPS (2277)